STATE UNIVERSITY

P.O. Box 2052 | Thibodaux, LA 70310 | 985.448.4038 | Fax: 985.448.4921

## ADDENDUM NO 4 FOR NICHOLLS STATE UNIVERSITY THIBODAUX, LOUISIANA 05/22/2020

#### PAGE 1 OF 2

SB01795 - Copier Management Program Bid Due at 3:00 PM on 06/04/2020

### **Purpose of Addendum:**

1) Change In specifications

## Page 3 of 9 – Departmental copiers, replace with the following:

#### **DEPARTMENTAL COPIERS**

Segment Segment DI-( w/coin op) Segment DI - A Segment DII Segment DIU Segment DIV Segment DV (Color)	Estimated No. of  Machines Needed  2  29  12  19  20  3	Minimum  *Required PPM  20+ 20+ 30+ 30+ 50+ 40+
Segment PI (Student Printing Black/White)	4	35+

# Page 4 of 9 - Equipment Minimum Specifications Changes -

Segment DI-A 20+ Pages Per Minute or better is acceptable-

Segment DIV -50+Pages Per Minute is acceptable -

Segment P1 – 35+ Pages Per Minute is Minimum acceptable

# ADDENDUM NO 4 FOR NICHOLLS STATE UNIVERSITY THIBODAUX, LOUISIANA 05/22/2020

#### PAGE 2 OF 2

#### 2) Revised bid form:

A revised bid form has been completed and is attached to this addendum.

The revised bid form will allow for a bidder to:

- A) Bid cost per copy
- B) 1-Bid a monthly minimum with a monthly minimum allowance of copies per month + Overages (if any)

2-Bid a monthly minimum rental with no monthly minimum allowance + cost per copy

Bidders have the opportunity to bid only one of the options, or bid a combination of the options.

The bid will be awarded to a single vendor based on the lowest total cost bid submitted that meets the minimum equipment specifications.

3) Bidder Information: If you have already submitted a bid, under the procurement code, you may withdraw that bid and you may submit a new bid. Bidder shall e-mail Director of Purchasing to officially withdraw any previous bid submitted. The e-mail shall be attached to the bid in the possession of the University and will be replaced by the new bid submitted in accordance with the revisions to the revised specifications and bid form. The new bid shall be delivered in a sealed envelope. The bid that is withdrawn remains in the possession of the University, un-opened.

RECEIPT OF ADDENDUM SHOULD BE ACKNOWLEDGED WITH THE RESPONSE TO THE BID. FAILURE TO ACKNOWLEDGE ADDENDA MAY BE CAUSE FOR BID NOT TO BE CONSIDERED.

Terry G. Dupre

Director of Purchasing, Property Control and Support Services Administration

	Cost Per Copy Price	Α		OR Monthly Minimum Bid			Bid Item 2: Cost per copy bid	\$	Cost Per Copy Price	Þ		OR Monthly Minimum Bid			Bid Item 1:		
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